

Public Relations Strategies for Field Day

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Field Day is Amateur Radio's open house. It is a tremendous opportunity to show the public who we are and what assets we bring to our communities and that helps keep Amateur Radio visible, which is important to the long-term sustainability of our service and hobby.

By the time your club is setting up the antennas, your PR and outreach strategy should have been in operation for quite some time. Experience has taught us that promoting your Field Day effort is a task that should be assigned to a specific person, just as you would have a person responsible for the generator or captain of a specific station. If your club has a Public Information Officer (PIO), this task is right up his or her alley. If you don't have one, find a club member who is articulate, outgoing and comfortable talking with visitors to be your club's spokesperson. Depending on the size of your Field Day effort, it may be helpful to have additional public relations volunteers. (In addition to the media, you should be reaching out to schools, churches, and other civic groups, such as Scouts, 4-H, etc. and inviting them to come visit, learn, and discover.

ARRL has given clubs a way to promote Field Day to your community and earn your club up to 600 additional points for your club's score.

1) Set up in a public location: Many clubs like to set up away from high-traffic areas, like a hilltop or a campground, but by setting up in a parking lot of a shopping mall or community center, you can increase Amateur Radio's visibility to your community. **Reward: 100 points.**

2) Spread the word: Contact your local newspapers and TV and radio stations about your plans for Field Day. Your club's Public Information Officer (PIO) should have a list of media contacts in your area already developed. Sending a press release to traditional media outlets (such as TV, radio and newspapers) helps make the public aware of your Field Day site and keeps Amateur Radio in the public eye. A sample press release, sample media advisory, and tips for press release success are included. **Reward: 100 points.**

3) Don't forget social media! Keep your club's Facebook page active with updates, photos and information on how your Field Day is going. Use Twitter to tweet your experiences to your followers and include the hash tag #ARRLFD to keep your club visible on the national level. And be sure to build your social media network with local media outlets, reporters, bloggers, and other community VIPs. **Reward: 100 points.**

4) Create and staff a welcome table at your Field Day site: A welcome table complete with an engaging greeter and brochures about Amateur Radio helps visitors to your site feel more involved. Provide tour guides to help steer your visitors through your site and explain what your visitors will see and hear. Include a signup sheet for visitors to provide contact information, so your club can follow up with those who want to learn more about Amateur Radio. **Reward: 100 points.**

5) Invite your local elected officials to visit: Making our state, county and local elected officials aware of how Amateur Radio can benefit your community is a critical outreach goal. Extend the invitation to all your elected governmental representatives; if you invite them and they show up, everybody benefits! **Reward: 100 points.**

6) Build relationships with served agencies: Most ham radio clubs involved with public service are looking for ways to build or enhance their relationships with their local served agencies. Instead of going to someone's office and giving a lecture about what Amateur Radio is, invite them to come see and experience your group in action. **Reward: 100 points.**

Your efforts to promote Field Day could have a much greater effect than merely boosting your score by 600 points. If done properly, you can raise awareness about Amateur Radio within your community, which could have an impact on relationships with your local first responders, open minds of city council members on issues of antenna restrictions, and a host of other benefits. Do your best to showcase Amateur Radio; it can make a world of difference!

PUBLICITY TIP SHEET

-Ideas to help you promote Amateur Radio Week and Field Day-

1. Copy and paste the enclosed news release/media advisory onto your club letterhead. Be sure to fill in your club's name and contact in the appropriate blanks. Or feel free to lift any text from this release and add it to one you've already created.
2. Email the news release/media advisory to editors at your local paper, radio and television stations. Follow up with a telephone call within a few days to see that it was received and offer any additional information. (Remember to check if the person is on deadline or if he or she has time to talk.)
3. Field Day may be a training exercise that the media will enjoy, but make sure to talk about all aspects of what Amateur Radio is: Public Service, a hands-on way to learn science, and a great time.
4. Avoid Amateur Radio jargon in any press materials and in conversations or interviews with media representatives.
5. Designate someone at your Field Day site who will be able to greet media, talk about Amateur Radio and explain what is happening at the event. Be sure the person you pick is someone who can answer questions in a clear, concise and professional manner.
6. Utilize all that social media has to offer. If your club doesn't have a Facebook page or Twitter account, start one now. Find a club member to be your social media content developer. "Friend" or "follow" as many local media representatives as you can. Provide regular content to your social media pages, so your club doesn't appear to be stagnant. Distribute your press release via your social media accounts and invite local journalists via social media to visit your Field Day site.
7. Take a lot of good *action photos* of your Field Day event. If you are interested in submitting your pictures for possible use in *QST* or elsewhere, be sure to use a good camera and the high resolution setting (and for under age 18 youth photos for *QST*, obtain a [Youth Release](#) for each youth pictured). Avoid taking shots of people just standing around or backshots of people on a radio. Get faces. Get smiles! Get pictures that highlight the activities taking place at your event. Post your story and photos to the Field Day Soapbox at field-day.arrl.org/fdsoapbox.php.
8. Post colorful, easy-to-read fliers in prominent places: libraries, supermarkets, schools, etc.
9. Invite your mayor or other local official to your Field Day site. Get photos!
10. Write a letter to the editor of your local paper and invite readers to visit your Field Day site and learn more about Amateur Radio.
11. Order brochures for non-hams to learn more at your Field Day site. Brochures from ARRL are free, but you must cover shipping charges. www.arrl.org/shop/Brochures-Handouts-and-Exhibit-Supplies

Sample Field Day Press Release (Use club letterhead. Keep to a single page) – Send at least three weeks in advance of the event

Contact:

[LOCAL CONTACT's NAME] [LOCAL CONTACT's TITLE, if any}
[EMAIL]
[AREA CODE & PHONE]

Amateur Radio “Field Day” June 27 and 28 Demonstrates Science, Skill, and Service

[date]

Members of the _____ [club name] _____ will be participating in the national Amateur Radio Field Day exercise, June 27 – 28, at _____ [Location] _____. Since 1933, ham radio operators across North America have established temporary ham radio stations in public locations during Field Day to showcase the science and skill of Amateur Radio. This event is open to the public and all are encouraged to attend.

For more than 100 years, Amateur Radio — also called ham radio — has allowed people from all walks of life to experiment with electronics and communications techniques, as well as provide a free public service to their communities during a disaster or emergency, all without needing a cell phone or the Internet. Field Day demonstrates ham radio’s ability to work reliably under any conditions from almost any location and create an independent communications network. More than 35,000 people from thousands of locations participated last year in Field Day 2019 activities.

“It’s easy for anyone to pick up a computer or smartphone, connect to the Internet and communicate, with no knowledge of how the devices function or connect to each other,” said David Isgur, communications manager for the American Radio Relay League, the national association for Amateur Radio. “But if there’s an interruption of service or you’re out of range of a cell tower, you have no way to communicate. Ham radio functions completely independent of the Internet or cell phone infrastructure, can interface with tablets or smartphones, and can be set up almost anywhere in minutes. That’s the beauty of Amateur Radio during a communications outage.

“Hams can literally throw a wire in a tree for an antenna, connect it to a battery-powered transmitter, and communicate halfway around the world,” Isgur added. “Hams do this by using a layer of Earth’s atmosphere as a sort of mirror for radio waves. In today’s electronic do-it-yourself (DIY) environment, ham radio remains one of the best ways for people to learn about electronics, physics, meteorology, and numerous other scientific disciplines. In addition, amateur radio is a huge asset to any community during disasters or emergencies if the standard communication infrastructure goes down.”

Anyone may become a licensed Amateur Radio operator. There are more than 725,000 licensed hams in the United States, as young as 9 and as old as 100. And with clubs such as _____ [name of your club] _____, it’s easy for anybody to get involved right here in _____ [name of your community] _____.

For more information about Field Day or Amateur Radio, contact ___ [your club’s Field Day contact info] _____ or visit www.arrrl.org/what-is-ham-radio .

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Sample Field Day Media Advisory for TV and Radio Stations (Use club letterhead. Keep to a single page)

Contact:

[LOCAL CONTACT's NAME] [LOCAL CONTACT's TITLE, if any]

[EMAIL]

[AREA CODE & PHONE]

MEDIA ADVISORY

Amateur Radio "Field Day" - June 27 and 28 - Will Focus on Skill, Service, Science

WHO/WHAT Members of the _____ [club name] _____ will be participating in the national Amateur Radio Field Day exercise, June 27 – 28 at _____ [Location] _____. Since 1933, ham radio operators across North America have established temporary ham radio stations in public locations during Field Day to showcase the science and skill of Amateur Radio. This event is open to the public and all are encouraged to attend.

WHEN Saturday and Sunday, June 27 and 28. On Saturday, June 27, from [start time] to [shutdown time] and on Sunday, June 28, from [start time] to [shutdown time]

WHERE _____ [Location] _____. (If necessary, include a link to a map that pinpoints the location.)

WHY Field Day is a showcase for how Amateur Radio works reliably under any conditions from almost any location to create an independent communications network. "Ham radio functions completely independent of the Internet or cell phone infrastructure, can interface with laptops or smartphones, and can be set up almost anywhere in minutes. That's the beauty of Amateur Radio during a communications outage," says David Isgur, N1RSN, communications manager for ARRL The national association for Amateur Radio®, (www.arrl.org), which represents amateur (or "ham") radio operators across the country.

"In today's electronic do-it-yourself (DIY) environment, ham radio remains one of the best ways for people to learn about electronics, physics, meteorology, and numerous other scientific disciplines, and is a huge asset to any community during disasters or emergencies if the standard communication infrastructure goes down," Isgur adds.

Anyone may become a licensed amateur radio operator. There are more than 725,000 licensed hams in the United States, as young as 9 and as old as 100. And with clubs such as _____ [name of your club] _____, it's easy for anybody to get involved right here in _____ [name of your community] _____.

For more information about Field Day or Amateur Radio, contact ___ [your club's Field Day contact info] _____ or visit www.arrl.org/what-is-ham-radio.

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Field Day PR - Before, During and After

Before:

- 1) Create a list of media contacts in your area. Include phone numbers and email addresses. Connect with them also on Facebook and Twitter and other social media accounts.
- 2) Bring up the need for PR at your club's Field Day planning meetings. Begin recruiting volunteers for the info booth at your site.
- 3) Send out initial press releases and invitations to officials no later than May 15; earlier if possible. Begin sending out regular updates via your social media accounts.
- 4) Create a schedule of who will man your information table and list what their duties are.
- 5) Make follow-up phone calls within a week of sending out your press releases.
- 6) If you don't receive any replies to invitations by June 1, make a second inquiry.

During:

- 1) Make one more call to the media if time allows.
- 2) Keep your social media stream active with photos, posts and invitations for the public to come visit.
- 3) Greet media representative(s). Get their business card and give them your contact information.
- 4) Have printed fact sheets or backgrounders available for media to take with them.
- 5) Don't interrupt or interject during media interaction unless absolutely necessary.
- 6) Be sure media representative has accurate spellings of names, titles and call signs.

After :

- 1) Thank media representative(s) if appropriate.
- 2) Be sure to get ample copies of coverage.
- 3) Share coverage with participants, club members and the ARRL. Post on your club's FaceBook page.
- 4) Look for "secondary exposure" opportunities.

Sample Field Day invitation letter to elected representatives or officials from served agencies

(copy this on your club letterhead, if you have some)

[Name of invitee]

[Title of invitee]

[Address]

[City, State, Zip]

[Date]

Dear [Name of invitee],

As **your title** of **your club's name**, I would like to extend an invitation for you to meet with the Amateur Radio operators of your community as we participate in the national Field Day event, **date/time** at **location**.

Amateur Radio operators provide a critical public service for our community; during times of disaster, we are able to provide reliable communications when the normal infrastructure is offline. Licensed by the Federal Communications Commission and trained in the art and science of radio communication and basic electronics theory, we own and maintain our own communications equipment and are prohibited by federal law from receiving payment for our services. ARRL, our national organization, has built relationships with several served agencies including FEMA, the Red Cross, the Salvation Army and many others.

This public service is easily extended during non-emergency civic events, such as parades, marathons, and street festivals.

Field Day is our chance to show the science, service and skill we can offer to our community free of charge. We would love the opportunity to show you our capabilities in person.

I look forward to hearing from you soon.

Regards,

Your Name

Your Title

Sample Proclamation

While there is no bonus for having an official proclamation issued by state or local authorities, it is always a good way to stir up interest and public awareness.

On occasion clubs will seek to have the local town or city mayor/officials proclaim an "Amateur Radio Week.." While there is no bonus for such a proclamation, it is good recognition for the club and amateur radio. *The following is a rough draft of language for a proclamation. Modify it to fit your local city or regional leadership.*

Whereas, Amateur Radio operators are celebrating over a century of the miracle of the human voice broadcast over the airwaves; and

Whereas, Amateur Radio has continued to provide a bridge between peoples, societies and countries by creating friendships and the sharing of ideas; and

Whereas, Amateur Radio Operators have also provided countless hours of community services both in emergencies and to other local organizations throughout these decades; and

Whereas, these Amateur Radio services are provided wholly uncompensated; and

Whereas, the State also recognizes the services Amateur Radio's people also provide to our many Emergency Response organizations, including add local and gov't served agencies; and

Whereas, these same individuals have further demonstrated their value in public assistance by providing free radio communications for local parades, bike-a-thons, walk-a-thons, fairs and other charitable public events; and

Whereas, the state/city of _____ recognizes and appreciates the diligence of these "hams" who also serve as weather spotters in the Skywarn program of the National Weather Service; and

Whereas, the ARRL is the leading organization for Amateur Radio in the USA; and

Whereas, the ARRL Amateur Radio Field Day exercise will take place on June 27-28, 2020 and is a 24 hour emergency preparedness exercise and demonstration of the Radio Amateurs' skills and readiness to provide self-supporting communications without further infrastructure being required; now

Therefore, I name, title of the place, do hereby officially recognize and designate June 21-27 as

Amateur Radio Week

In the place

Signed _____

Title _____

Seal